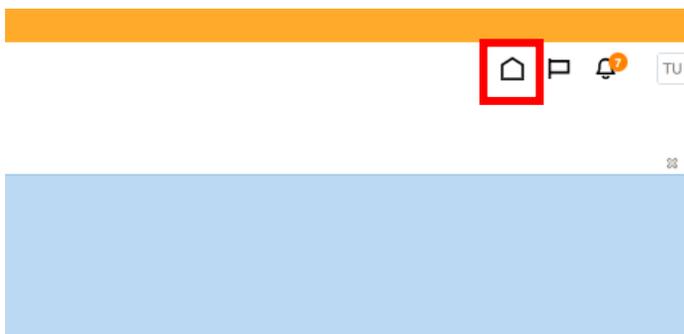# Suppliers – Searching for a Current or Previous Bid Event
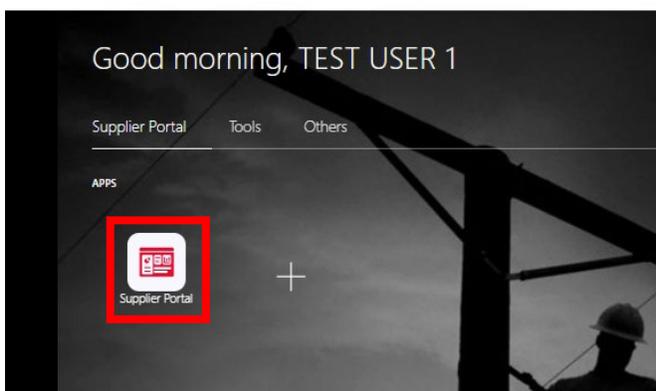
Version 1 / Updated 12/5/26

This job aid will show you how to search for current and previous bid events, including acknowledging participation in an active bid event.

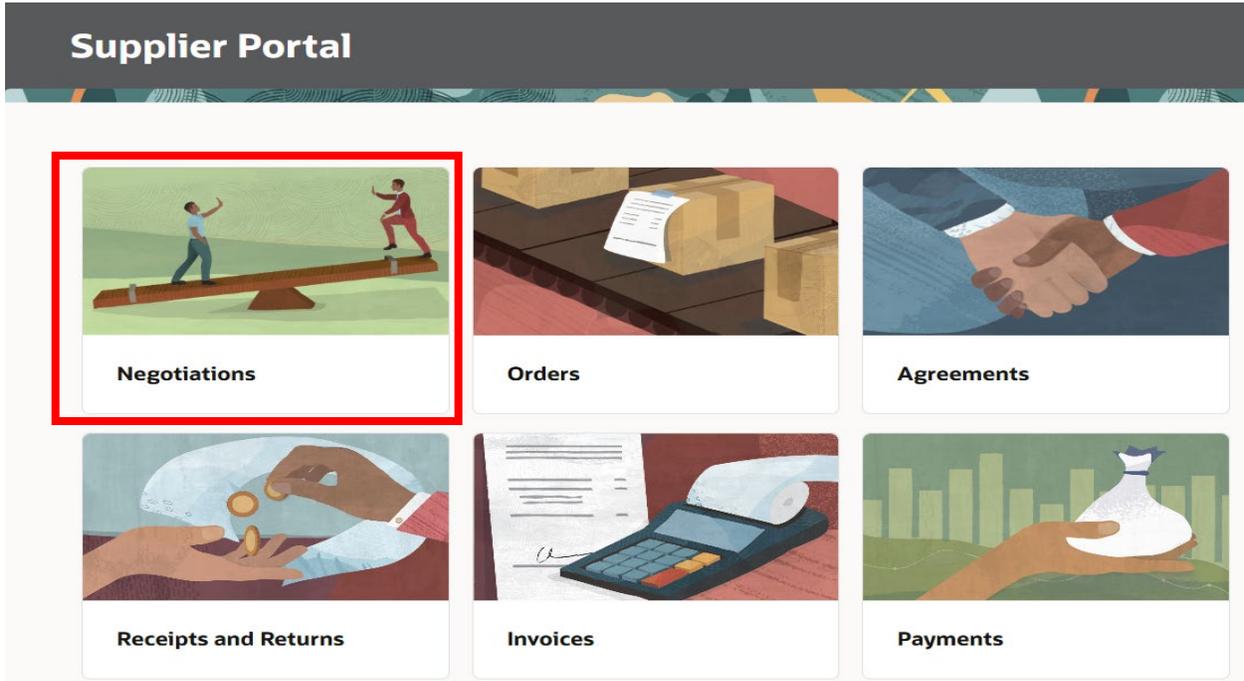## Part 1: Navigating the Supplier Portal to find a current or previous bid event

1. Login to Oracle Fusion.

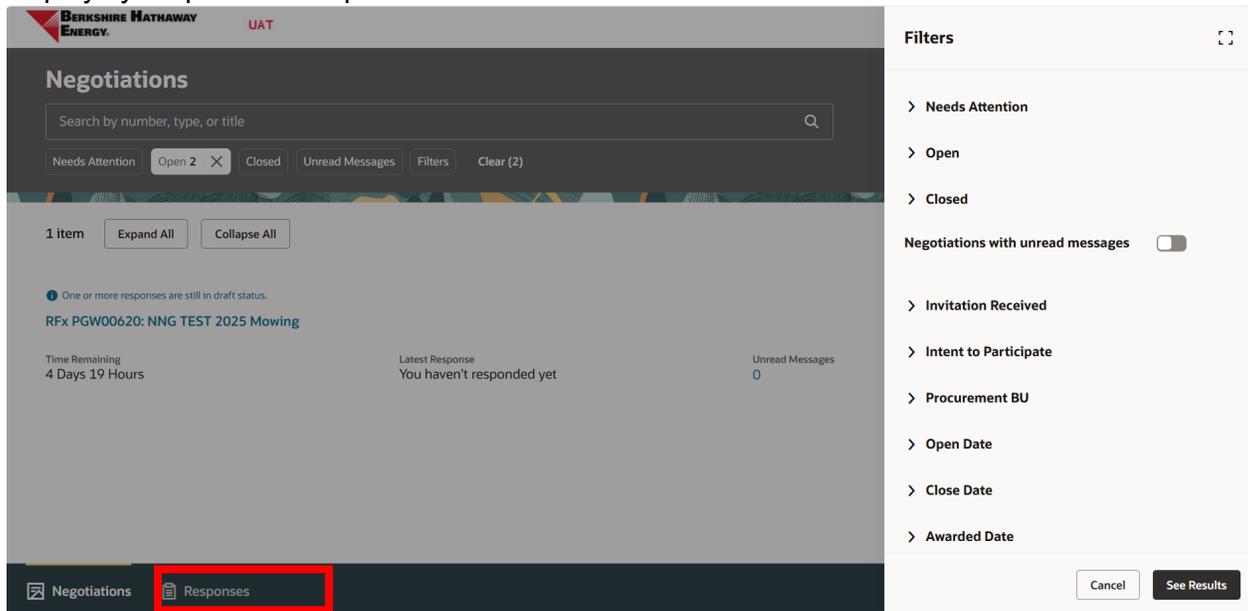2. Select Home icon in upper right corner.

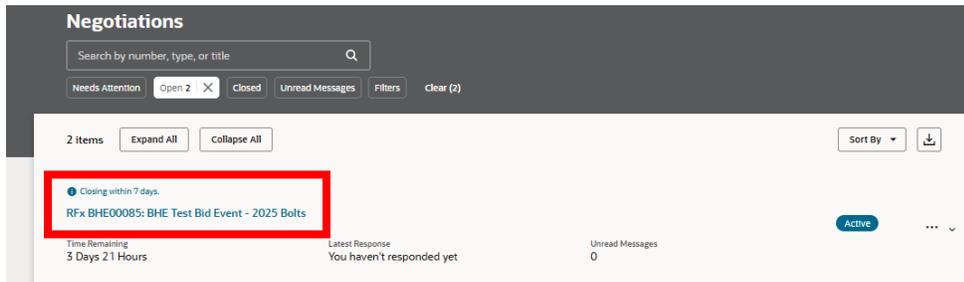
3. Select **Supplier Portal** tile.

4. Select **Negotiations** tile.

5. Click **Responses** at the bottom of the page. **Responses** on the bottom of the page displays your previous responses to bid events

6. Click into the RFX hyperlink number.

7. Attachments will be displayed under the **Attachments** tab
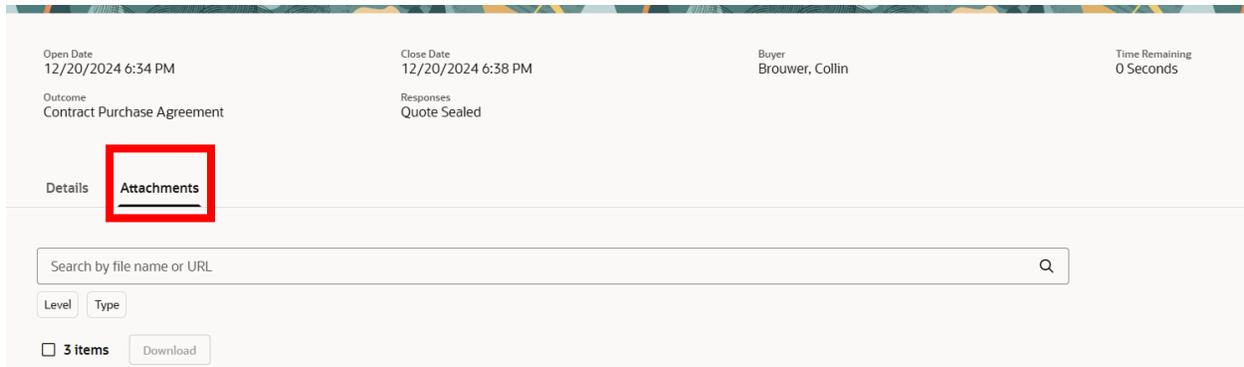
8. **Messages**: Select ellipsis (…) to view and respond to messages